



ACS Employee Responsibilities: Community Use of School Facilities

Pursuant to Arlington Community Schools (ACS) Board of Education [Policy 3.206](#), a school professional staff member must be present at all times while an outside organization is using ACS facilities. The principal of the school being utilized will appoint an employee to be onsite for the duration of the event(s). The designated employee must review the expectations below, sign in agreement, and email the completed form to facilities@acsk-12.org prior to serving in this capacity.

The school professional staff member agrees to the following statements:

- Follow and abide by [ACS Board Policy 5.600](#)- Teacher Code of Ethics and ACS Employee Responsibilities and Ethics (attached).
- The employee on site will make sure the organization has access to the designated area of the building.
- The employee will make sure entry is accessible during the requested rental time and monitor those entering and exiting the building. **Pursuant to [T.C.A. §49-6-817\(b\)](#), the designated ACS employee MUST continually monitor all unlocked entry doorways to ensure access is limited to only authorized persons and to alert others if an unauthorized person enters, or attempts to enter, the school building.**
- The employee will make sure the organization renting the facility and the visitors attending the event are in the requested area of the building ONLY. No roaming is allowed for any reason.
- The employee will be responsible for ensuring the area is in the original state before leaving the event.
- The employee will check all entry points of the reserved area of the facility to make sure they are locked before leaving campus.
- The employee will report to their school principal, ACS District Office, and/or the Superintendent if there is any damage, accidents, issues, or concerns immediately.
- The employee must be aware of the school's Emergency Action Plan and know the location and operational procedures of the AED and Narcan cases in the event an emergency situation occurs.

By signing below, I agree to all responsibilities outlined above while supervising the facility usage of _____ (school) by an outside organization. Failure to comply with the above expectations could result in removal from this role or possible termination according to Policy 5.600.

(Staff Member Name)

Cell Phone Number

(Staff Member Signature)

Date

5.600 - TEACHER CODE OF ETHICS AND ACS EMPLOYEE RESPONSIBILITIES AND ETHICS

Last Updated Date: 11/14/2023

A. TEACHER CODE OF ETHICS

(1) Educator's Obligations to the Students

(a) An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formation of worthy goals.

(b) In fulfillment of this obligation to the student, an educator shall:

1. Abide by all applicable federal and state laws;
2. Not unreasonably restrain the student from independent action in the pursuit of learning;
3. Provide the student with professional education services in a nondiscriminatory manner and in consonance with accepted best practices known to the educator;
4. Respect the constitutional rights of the student;
5. Not unreasonably deny the student access to varying points of view;
6. Not deliberately suppress or distort subject matter relevant to the students' progress;
7. Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
8. Make reasonable effort to protect the emotional well-being of the student;
9. Not intentionally expose the student to embarrassment or disparagement;
10. Not on the basis of race, color, creed, disability, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly: a) Exclude the student from participation in any program; b) Deny benefits to the student; or c) Grant any advantage to the student;
11. Not use the educator's professional relationship with the student for private advantage;
12. Not disclose information about the student obtained in the course of the educator's professional service, unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;
13. Not knowingly make false or malicious statements about students or colleagues;
14. Ensure interactions with the student take place in transparent and appropriate settings;
15. Not engage in any sexually related behavior with the student, whether verbal, written, physical or electronic, with or without the student's consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks, engaging in sexual kidding, sexual teasing or sexual innuendo, pressuring the student for dates or sexual favors, engaging in inappropriate physical touching, groping or grabbing, kissing, rape, threatening physical harm and committing sexual assault;
16. Not furnish alcohol or illegal or unauthorized drugs to the student;
17. Strive to prevent the use of alcohol or illegal or unauthorized drugs by the student when the student is under the educator's supervision on school or LEA premises, during school activities, or in any private setting;

18. Refrain from the use of alcohol while on school or LEA premises or during a school activity at which students are present; and
19. Maintain a professional approach with the student at all times.

(2) Educator's Obligations to the Education Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

(a) In fulfillment of this obligation to the profession, an educator shall not:

1. Deliberately make a false statement or fail to disclose a material fact related to competency and qualifications in an application for a professional position;
2. Misrepresent the educator's professional qualifications;
3. Assist entry into the teaching profession of a person known to be unqualified in respect to character, education or other relevant attribute;
4. Knowingly make a false statement concerning the qualifications of a candidate for a professional position;
5. Assist a non-educator in the unauthorized practice of teaching;
6. Disclose information about colleagues obtained in the course of professional service unless the disclosure serves a compelling professional purpose or is required by law;
7. Knowingly make false or malicious statements about a colleague;
8. Accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions; and
9. Use illegal or unauthorized drugs.

(b) In fulfillment of this obligation to the profession, educators shall:

1. Administer state-mandated assessments fairly and ethically; and
2. Conduct themselves in a manner that preserves the dignity and integrity of the education profession.

(3) Breaching the Teacher Code of Ethics

(a) An educator who has personal knowledge of a breach by another educator of the teacher code of ethics prescribed in T.C.A. §§ 49-5-1003 and 49-5-1004 shall report the breach to the educator's immediate supervisor, Superintendent, or local board of education within thirty (30) days of discovering the breach.

(b) Failure to report a breach of the teacher code of ethics, or to file a report of any criminal activity or other misconduct that is required by federal or state law, is a breach of the teacher code of ethics.

The ACS Chief of Accountability shall ensure that an annual professional development training is conducted concerning the teacher code of ethics and its requirements. The professional development training shall address what constitutes unethical conduct.

B. ACS EMPLOYEE ETHICS

All ACS employees serve as representatives of the ACS Board. The ACS Board is judged by its employees. All employees should strive to maintain standards of ethical behavior which will not detract from the educational process. In fulfillment of that goal, ACS employees shall engage in ACS's standards of ethical behavior, which include but are not limited to the following:

1. Maintain just and courteous professional relationships with students, parents, staff members and others;
2. Maintain their own efficiency and knowledge of the developments in their fields of work;
3. Transact all official business with the properly designated authorities of the school system;
4. Establish friendly and intelligent cooperation between the community and the school system;
5. Represent the school system on all occasions such that the contributions of the school system to the community are recognized;
6. Ensure that the welfare of the children is the first concern of the school system when placing professional personnel. The use of pressure on school officials for appointments or transfers is unethical;
7. Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views or selfish propaganda of any kind;
8. Make any criticism of other staff members or of the school system directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the Superintendent of Schools, if necessary;
9. Properly use and protect all school properties, equipment and materials;
10. Wear appropriate dress for work as determined by the employee's supervisor;
11. Abide by all applicable federal and state laws;
12. Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
13. Make reasonable effort to protect the emotional well-being of the student;
14. Not intentionally expose the student to embarrassment or disparagement;
15. Not use the employee's professional relationship with a student for private advantage;
16. Not disclose information about a student obtained in the course of the employee's service, unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;
17. Not knowingly make false or malicious statements about students or colleagues;
18. Ensure interactions with students take place in transparent and appropriate settings;
19. Not engage in any sexually related behavior with a student, whether verbal, written, physical or electronic, with or without the student's consent. Sexually related behavior includes, but is not limited to, behaviors such as making sexual jokes or sexual remarks, engaging in sexual kidding, sexual teasing or sexual innuendo, pressuring the student for dates or sexual favors, engaging in inappropriate physical touching, groping or grabbing, kissing, rape, threatening physical harm and committing sexual assault;
20. Not furnish alcohol or illegal or unauthorized drugs to a student;

21. Strive to prevent the use of alcohol or illegal or unauthorized drugs by a student when the student is under the employee's supervision on school or LEA premises, during school activities, or in any private setting;
22. Refrain from the use of alcohol while on school or LEA premises or during a school activity at which students are present;
23. Maintain a professional approach with students at all times;
24. Not disclose information about colleagues obtained in the course of professional service unless the disclosure serves a compelling professional purpose or is required by law;
25. Not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions; and
26. Not use illegal or unauthorized drugs.

C. EMPLOYEE STAFF-STUDENT RELATIONS

All ACS employees shall avoid excessive informal and social involvement with students. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students are strictly prohibited. Employees engaging in sexual relationships with students shall be terminated.

D. DISCIPLINARY ACTION

Failure to abide by this Policy will result in disciplinary action up to and including termination.

Policy References:

T.C.A. § 49-5-501

T.C.A. § 49-5-1003

T.C.A. § 49-5-1004